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TAB B

## METHODS AND PROCEDURES

### 1. An Area Division

a. Branch/Staff Chiefs will submit to the BF Section by 1600 hours each day the original and one copy of the "Daily Request for Authorization of Overtime" <sup>Form</sup> developed by the Area Division. This request will be signed by the Branch/Staff Chief or his Deputy and will include all overtime to be authorized for that date. The BF Section will consolidate the Branch/Staff requests and will submit them to the Division Chief by 1630 hours each date. After approval by the Division Chief, the original request will be returned to the BF Section for retention and the duplicate will be returned to the originating Branch/Staff. Requests for authorization of overtime for Saturdays, Sundays, and holidays will be submitted on the last workday preceding those days.

b. Branch/Staff Chiefs may assume that the requested overtime has been authorized unless they have been notified to the contrary by 1700 hours of the day on which the request was submitted. When no overtime is requested for a unit, a negative report will not be required.

c. Existing procedures for submission of Form 293 (Report of Overtime and Holiday Work Performed) and Time and Attendance Reports will continue.

d. When overtime is performed for which no claim is to be submitted, a memorandum record of uncompensated overtime will be maintained. This record, together with overtime reports, will serve to emphasize to Branch/Staff Chiefs the existence of inequities in distribution of personnel and workload, and should be utilized as a basis for corrective action where warranted. Form 293 clearly marked "uncompensated" should be used for this purpose and will be submitted to the Division Chief each pay period concurrently with the regular Form 293.

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2. An Area Division

a. Reduction has been made in the Saturday duty force strength, in lieu of which, at home standby (at no cost to the Agency) is being substituted.

3. A Senior Staff

a. Automatic and arbitrary reduction in the amount of overtime which had been authorized and worked in the past.

b. Review and adjustment of internal procedures resulting in reduction of over-all workload of unit.

4. An Area Division

a. Branch Chiefs will approve in advance of compensated overtime. The overtime record sheet will be signed by the Branch Chief and submitted to the Support Staff with the T&A's. His signature on the overtime approval sheet will constitute a Branch Chief's approval of the overtime claimed on the T&A's. Without this, the Support Staff cannot authorize overtime reported on T&A's.

b. A maximum of 16 hours overtime per two week pay period will be compensated subject to the restrictions of [REDACTED]. Any claim in excess of the 16 hours must be justified to and approved by the Division Chief.

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